

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR THE
FISCAL YEAR ENDING

JUNE 30, 1980

THE COMMONWEALTH OF MASSACHUSETTS

State Library of Massachusetts
State House, Boston

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State Library of Massachusetts
State House, Boston

ANNUAL REPORT OF THE BOARD OF TRUSTEES

To the Governor and to the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their seventieth annual report for the fiscal year ending June 30, 1979 under the provisions of Chapter 6, Section 37, of the General Laws (Tercentenary Edition).

Trustees of the State Library

	<u>Date of Original Appointment</u>	<u>Term Expires June 1</u>
By Virtue of State Office Held:		
William M. Bulger President of the Senate Designee: Francis X. Joyce	-	-
Thomas W. McGee, Speaker of House of Representatives Designee: Joseph Lawless	-	-
Michael Joseph Connelly The State Secretary Designee: Dr. Albert H. Whitaker	-	-

Appointed by the Governor:

Mrs. Gwendolen Smith 158 Dale Street, North Andover	December 3, 1973	1979
Mrs. Ellen C. Welch 41 Chestnut Street, Salem	September 5, 1974	1980
George Warren Patterson 75 Cheever Circle, Andover	June 14, 1977	1981
Alexander Cella, Chairperson 235 Worthen Road, Lexington	June 6, 1977	1982

Alexander Cella
Chairperson

James H. Fish
State Librarian

ANNUAL REPORT OF THE STATE LIBRARIAN

JULY 1, 1979 - JUNE 30, 1980

The 1979/1980 fiscal year can best be described as one of significant change for the Massachusetts State Library. The two most important changes were physical and administrative. The Library was closed from November 5 to 16 for a series of renovations which included carpeting, new catalogs, the instituting of a control desk, and a physical reorganization. The administrative change came in May when A. Hunter Rineer, Jr. left as State Librarian after seven years of having a major impact on the services and operations of the Library. His successor began June 2.

Some of the other highlights of this year by department:

SPECIAL COLLECTIONS

Under the very able leadership of Bruce Barnes, Special Collections had a banner year. One of the most important achievements was the flattening and cataloging of over 1,000 roll maps. This collection includes some of the most useful and unique mapping materials on the Commonwealth prior to the 20th century. The Library's collection of manuscript railroad plans and surveys and holdings of H.F. Walling county and town maps were similarly processed. Maps which had been inaccessible for years because of poor condition or lack of cataloging were now available, providing a unique and valuable resource.

Other mapping projects included the cataloging of the

Library's Sanborn Fire Insurance maps and town and panoramic maps. In addition, the vault atlas collection was reclassified and reorganized.

Another major cataloging process involved the broadside collection, which saw about 100 eighteenth century broadside processed. The collection is particularly strong for the pre-and Revolutionary War periods.

Other conservation efforts included treating leather bound volumes, making book boxes to hold volumes with broken bindings, tying books, and putting pamphlets into acid free envelopes. These measures will significantly retard the deterioration of the unique holdings.

Over 1250 researchers visited the unit in search of its unique materials.

REFERENCE

This past year continued the trend of the diversity and depth of the informational requests being made of the Reference staff. Over 25,000 reference/guidance questions were answered this past year alone.

This department also saw some leadership changes as Madeleine Cohen Oakley, formerly with the Cornell University library, joined the staff in September to share the supervision of the department with Susan Tierney Oslin, also working part-time. In December, Kenneth Flower of the library staff also assumed permanent supervisory responsibilities.

Thirty-nine Consortium cards were issued to members of the General Court and other state employees, allowing them borrowing privileges at the various member libraries in the Boston Library Consortium.

Also of note were the efforts of Madeline Murray in leading the library to its third consecutive year of 100% participation in the United Way Campaign. Both the library and Ms. Murray received special commendations from the United Way.

On an historic note, the reference staff produced and published an excellent reading list entitled the Massachusetts Constitution of 1780 in celebration of that document's bicentennial. The bibliography was given widespread distribution to libraries and appropriate organizations and engendered much positive feedback.

The Library received a trust fund of over \$2,000 in memory of Alan Fox, an extremely dedicated employee who had died in the previous year. The fund was created by contributions from Mr. Fox's many friends and admiring colleagues. The interest from the fund will be used to purchase books in his name for the Library.

TECHNICAL SERVICES

This year in Technical Services was highlighted by the first full year of operation of the OCLC on-line cataloging system. With the aid of this data base and through exceptional efforts of Ann Marie Matchett, the cataloging backlog of trade books was

eliminated. A total of 3712 records were drawn from that data base. There remains, however, a backlog of approximately one year and a half for current and older Massachusetts official publications. Since the Library is the primary collector of these items, cataloging information is not available for them, and they must be done originally. This is a time-consuming process, hampered by the Library's lack of adequate cataloging staff.

Reclassification of the collection proceeds as the library's Dewey classified 900's and biographies were converted into that of Library of Congress cataloging. This will facilitate the reorganization of the book collection in the stacks by allowing for the move of the remaining Dewey biographies to the fifth floor, freeing third floor space for the growth of the Library of Congress collection.

Great strides were made in the area of authority control this year. These are files establishing the proper forms for names of people, institutions, series, subject headings, and above all for the State Library, the proper names of state government agencies. All of the files have grown tremendously, resulting in many cross reference, history and information cards being put into the card catalogs for ease of use. The Massachusetts state government authority file was nearly complete by the end of the year. The whole process of authority control was facilitated by the implementation of the on-line name authority file by OCLC.

Finally, this year marked the radical transformation of

the card catalog area as part of the total remodeling of the State Library. The antiquated drawers of the old Dewey catalog were taken out, modern catalog drawers were put up and the LC catalog was expanded. In order to accomplish the transferring of the catalog cards from the old to the new drawers a small crew of staff members came into the library over a weekend and the exhausting job of shifting and labeling 1244 trays of catalog cards was accomplished. This group consisted of Ann Marie Matchett, Mike and Leo MacDonald, Conny Keohane, Ellyn Ihrig, Camille Motta, and Hunter Rineer.

THE YEAR AHEAD

While it is impossible for a new State Librarian to form strong opinions or definite plans after only one month in office, several activities will be undertaken or concerns addressed in the forthcoming year of 1980 - 1981:

(1) A study of the library's overall effectiveness in serving its clientele will be undertaken, probably involving on-site evaluations and interviews with library users and various state officials;

(2) Strong definition of mission, related goals and objectives, and evaluation will be instituted;

(3) Major efforts will be continued in the areas of collection development. A major problem here is that increased costs of books and other library materials are outdistancing

the purchasing power of appropriated funds, eroding the effectiveness of the collections;

(4) Emphasis will be placed on the development of strong personnel systems;

(5) Management information systems, e.g. regular expenditure reports, will be initiated to aid the flow of information needed to have the library function effectively.

Overall, 1980-1981 will be a period of questioning, evaluating, and changing where necessary to ensure that the State Library is responding to the needs of the Commonwealth and is doing so as cost effectively as possible.

July 1, 1979 - June 30, 1980

FY1980

5,730

STATISTICAL REPORT (cont'd)

II. <u>Use of Collection</u>	<u>FY1980</u>
Reference inquiries answered	9,752
Guidance and assistance rendered	15,328
Photocopy prints made	104,902
Items used in library	15,840
Items borrowed from library	3,000
Items lent or requests filled by State Library on interlibrary loan	814
Items borrowed for State Library users on interlibrary loan	121

III. Expenditures, July 1, 1979 - June 30, 1980

	<u>Appropriation</u>	<u>Expenditures</u>
Personnel (permanent and part-time)	\$445,305	\$376,645
Library Materials (including books, period- icals, microforms, and binding)	144,760	144,756
Other Expenditures (including supplies, re- pairs, rentals, and equipment)	49,935	49,726
<u>TOTAL</u>	<u>\$640,000</u>	<u>\$571,127</u>

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